

City of Fort Worth, Texas

Job Description

Classification Title	Security Supervisor		
Job Code:	PR2251	Job Family:	Professional
Pay Grade	607	Date Created:	07/18/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises, assigns, reviews and participates in the work of employees responsible for ensuring the safety and security of the water treatment plants, city facilities and buildings. Enforces rules and regulations; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Establishes schedules and methods for providing security services; identifies resource needs; reviews needs with appropriate management staff; and allocates resources accordingly.
3. Monitors various contracts with security companies and general contractors.
4. Oversees, coordinates and supervises security guards at various plant locations; and ensures that each plant is staffed by security personnel.
5. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures.
6. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned security programs, service delivery methods and procedures; and works with employees on the continuous improvement of city services.
7. Performs the more technical and complex tasks of the work unit, including developing and initiating emergency response plans.
8. Participates in the preparation and administration of the security program budget; submits budget recommendations; monitors expenditures; and approves purchase orders.

9. Instructs practical training of HAZMAT class.
10. Prepares analytical and statistical reports on operations and activities.
11. Coordinates with other divisions, departments, outside agencies and citizens regarding security and safety 24 hours a day.
12. Responds to intrusion alarms at offsite facilities. Maintains security of meter vaults and lift stations.
13. Researches products and pricing for card access control and intelligent video system; meets with contractors and vendors to gather information; and makes recommendations for purchase.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services and activities of a security program.
 - Methods and techniques of security emergency response.
 - Principles of supervision, training and performance evaluation.
 - Modern and complex principles and practices of law enforcement.
 - Principles of basic security procedures and terminology.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Personnel Rules and Regulations.
 - City's production system and locations of meter vaults.
 - Emergency evacuation procedures.
 - Emergency Response Plan for chemical leaks.
- **Skill in:**
 - Organization and time management.
 - Computers and applicable software.
 - Interpersonal relations.
 - Problem solving.
 - Analytical thinking.
 - Customer service.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, organize and review the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Develop and initiate security emergency response plans.
 - Ensure the safety and security of Water Treatment plants and city buildings and facilities.
 - Perform surveillance and inspections of facilities.
 - Respond to various security emergencies and incidents.
 - Interpret and apply City airport security policies and procedures.

- Work effectively in emergency and potentially hazardous situations.
- Operate modern multi-frequency radio communications equipment.
- Work rotating shifts, evenings, weekends and holidays.
- Prepare clear and concise reports.
- Maintain confidentiality.
- Establish and maintain effective working relationships.

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

High school diploma/GED supplemented by specialized training in security, law enforcement or a related field and four years of security or law enforcement experience, including one year of lead or supervisory experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls

requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.